



Rogers Fire Department

QUALIFICATION TASK BOOK

FOR

Future Chief Officer Certification

Consistent with
Agency Specific Requirements & National Fire Protection Association 1021
Developed 1/2011
Revised 8/2013
Revised 3/2017

Task Book Assigned to:

Individual's Name, Employee Number, Assigned Station, Platoon

Lead Evaluator:

Individual's Name, Employee Number

Date that Task Book was Initiated:

Time Lines and Requirements

This task book serves to prepare future company officers for the position(s) listed below:

Battalion Chief – Field Operations

Minimum Requirements for Certification:

POSITION	SERVICE TIME REQUIRED	PRE-REQUISITE WORK
Battalion Chief	Rank of Captain, five (5) years	Firefighter II
		Fire Officer II
		Hazardous Materials Technician
		Incident Safety Officer
		Instructor I or EMT Instructor
		Bachelors Degree or 120 hours higher education from accredited college or university

FUTURE CHIEF OFFICER TASK BOOK

PURPOSE

The Position Task Book is a written record of the minimum required training and experience necessary to achieve a specific position or rank. Each task book will assist you by serving as a *road map* to guide you through the specific tasks you must perform and the training you must complete in order to be certified as eligible for a promotional examination. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and adequately function in that position, without placing the public, your fellow firefighters, or you at unnecessary risk.

DEFINITIONS

Codes: The codes for this task book are:

CS - Company Standards	Company Standards Quarterly Training
CT - Company Training	Informal Company Training
ES - Emergency Scene	Operations at an Emergency Scene
AF - Arkansas Fire Academy	Training Completed at Arkansas Fire Academy
RF - Rogers Fire Training	Training Completed at RFD Training Center
NF - National Fire Academy	Training Completed via National Fire Academy
ST - Special Training	Training Not Covered Above

Completion: Successful accomplishment of all requisite skills and knowledge.

Conduct: Lead and direct the major elements of the activity.

Demonstrate: Perform the manipulative skills and physical actions necessary for the task.

Evaluator: A person identified as an Evaluator by the Deputy Fire Chief – Field Operations Division.

INITIATING A TASK BOOK

To initiate a task book and begin training to qualify for a specific position, follow these steps:

1. Meet with the Deputy Fire Chief – Field Operations Division (DFC-FOD) to ensure readiness and eligibility to begin completing the task book. Eligibility to start a task book is two (2) complete years of service in the rank of Captain with the Rogers Fire Department.
2. Obtain a blank task book for that position from the Deputy Fire Chief - Field Operations Division (DFC-FOD). Enter the start date on which you begin the required tasks in the book.
3. The DFC-FOD will assign a lead evaluator which will be one of the members of command staff. This person will serve as the candidates mentor as well as evaluator through the completion of the Future Chief Officers Task Book.

****Reminder –** at any time before or after initiating a task book be sure to review any class you are planning to take with the Deputy Fire Chief – Field Operations Division to determine if it will meet the appropriate requirements.

SIGNING OFF TASKS AND TRAINING

When you perform a specified task competently and proficiently, the lead evaluator may sign off that task by entering the date of completion, the completion code, the evaluator's I.D. number, and the evaluator's signature.

Note: The company officer may utilize other evaluators for completion of the task book with approval from the individual's assigned lead evaluator.

Within 90 days of the date that you initiate your Future Chief Officer Task Book, you must meet with the DFC-FOD and have your past accomplishments evaluated for use in the process. Any classes that you have previously taken will be reviewed and a determination will be made as to whether your classes can be used to sign off any of the required classes in the book. In order to sign-off education and certification requirements, attach a copy of your certificate verifying your certification and sign off those lines of the task book.

A form 140 – Future Chief Officers Course Completion should be completed in order to ensure that all applicable certificates are attached and all task book requirements are met.

Upon completion of the task book, the member should make and retain a copy. Turn in the original task book to the Deputy Fire Chief – Field Operations Division who will verify its completion. Task books will then be scanned and maintained in electronic format along with the original paper version.

FUTURE CHIEF OFFICER, QUALIFICATION

Candidate must have a minimum of seven (7) years of full-time service, and serve a minimum of two (2) years as a company officer with the Rogers Fire Department to start the Future Chief Officers Task Book. Completion of the Task Book is intended to ensure proficiency in all aspects of a company officer's duties. The Chief Officer Candidate must demonstrate mastery of the tasks and skills listed in the task book in order for them to be signed off as completed. The member, who completes the Future Chief Officers Task Book, has served five (5) years in the rank of Captain with the RFD, meets all prerequisites for the position, and receives a passing evaluation for the past two years shall be eligible for civil service examination.

Completion of certain National Fire Academy courses may qualify for completion of some tasks, as approved by the DFC-FOD.

REVISION OF THE TASK BOOKS

Task Books may be changed from time to time. To remain current, personnel may be required to complete new sections of the task book previously completed in order to maintain qualification.

The DFC-FOD shall review the book for completeness and accuracy. If it is correct, the DFC-FOD shall sign it and award the member written documentation that the member is qualified to test for the position of Battalion Chief at the next available opportunity.

RETESTING AND RETRAINING

When, in the opinion of a supervisor, a member's performance does not demonstrate a competent ability of one or more tasks signed off in the Position Task Book, the member may be required to retrain and retest on those tasks.

At the discretion of the DFC-FOD, the member will be subject to corrective action until completion of any designated training requirements and satisfactory completion of those tasks.

LOSS OF QUALIFICATION

When a previously qualified member repeatedly fails to demonstrate a competent ability of one or more tasks in the Position Task Book, the member's qualification may be revoked. The Fire Chief may require the member to re-qualify on all tasks in that section of the Position Task Book.

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HUMAN RESOURCES MANAGEMENT	DATE/CODE	EVALUATOR
<u>Simulated Emergency</u>		
<ol style="list-style-type: none"> 1. Perform the duties and functions required of Incident Command. 2. Complete an IAP applicable to incident. 3. Assign first alarm resources and evaluate need for additional resources. 4. Ensure instructions are complete, clear, and concise. 5. Address all safety considerations. 6. Convey desired outcomes. 		
<u>Complete a post incident analysis for simulated emergency</u>		
<ol style="list-style-type: none"> 1. Present post incident analysis (PIA) to Battalion Chief and selected crews. 2. Provide adequate briefing and analysis for scenario and IAP. 		
<u>Develop a multi-company drill with lesson plan and implement to shift</u>		
<ol style="list-style-type: none"> 1. Complete a lesson plan (attach a copy). 2. Direct shift, ensuring instructions are complete, clear, and concise. 3. Address all safety considerations. 4. Convey desired outcomes. 5. Review results of drill and correct any performance deficiencies. 		
<u>Conduct meeting with Human Resources and provide written synopsis for each of the following topics</u> <i>(Scheduled individually with Human Resources)</i>		
<ol style="list-style-type: none"> 1. Employee benefits 2. Worker's Compensation 3. Hiring procedures and practices 4. Applicable laws (FMLA, FLSA, etc.) 		
<u>Develop training program for a specific structure or target hazard assigned by the Risk Reduction Division</u>		
<ol style="list-style-type: none"> 1. Receive assignment from Deputy Chief – Risk Reduction Division (DFC-RRD) 2. Complete a needs assessment. 3. Evaluate department capabilities. 4. Address all safety considerations. 5. Identify necessary resources or policies. 6. Evaluate and identify construction, alarm detection, and suppression features. 7. Develop pre-incident plan. 8. Address all safety considerations. 9. Identify alarm assignments and considerations throughout incident. 10. Deliver findings and outcomes to Command Staff. 11. Attach written report of actions. 		

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COMMUNITY AND GOVERNMENT RELATIONS (ROLE PLAY)	DATE/CODE	EVALUATOR
Initiate action to a citizen's concern, ensuring proper policy and procedure are followed, and the concern is answered or properly referred to the appropriate individual. <i>(Use Scenario 1)</i> Attach a written report of all your actions.		
Initiate action to a citizen's concern, ensuring proper policy and procedure are followed, and the concern is answered or properly referred to the appropriate individual. <i>(Use Scenario 2)</i> Attach a written report of all your actions.		
Participate in an Annual Strategic Planning Session as approved by the Deputy Fire Chief – Field Operations Division.		
Participate in a committee for its duration (apparatus, training, etc.) as approved by the Deputy Fire Chief – Field Operations Division.		
<p><u>Participate in community program that improves and expands service and builds partnership with the public.</u> <i>Leadership Benton County, Frisco Fest, etc.</i></p> <ol style="list-style-type: none"> 1. Submit proposal to Deputy Fire Chief – Field Operations Division for participation. 2. Summarize benefits to the department. 3. Provide written summary of program, including department participation. 4. Identify necessary resources or policies for future participation. 		

JOB ROTATION	DATE/CODE	EVALUATOR
<u>Complete sixteen (16) hour assignment with each of the following:</u>		
Fire Department Administration (Attach written report of your actions.)		
Risk Reduction Division (Attach written report of your actions.)		
Fire Training Division (Attach written report of your actions.)		

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ADMINISTRATION DUTIES AND RESPONSIBILITIES	DATE/CODE	EVALUATOR
Implement a new departmental policy at the Fire Department level, ensuring the policy is understood by all members. <i>(Use Scenario 3)</i>		
Execute the following routine administrative functions, using proper forms and record management systems, ensuring the reports, files, and logs are complete.		
1. Properly enter a FIRE incident report in Firehouse Records Management System. Note report number: _____		
2. Properly enter an EMS incident report in Firehouse Records Management System. Note report number: _____		
3. Complete Workers Compensation forms for a simulated or actual on-duty injury of a firefighter and explain the proper routing procedure.		
4. Complete a Training Form 101 for class conducted at the company level.		
5. Complete an ICS Form 40 and 41 for a simulated Structure Fire and Hazardous Materials emergency. Attach worksheets.		
6. Complete a Form 17 for a Predetermination Interview (simulated).		
7. Complete a Form 11 for a Written Reprimand (simulated).		
8. Complete a selected Form 50 for a firefighter relief driver training process and proctor the training. Attach copy of form.		
9. Explain the Battalion Chief's role in the department's Infectious Disease Control program.		
10. Install a smoke detector for a citizen and complete a Form 72 . Date of Installation: ___/___/_____ Address: _____		
11. Become familiar with email system, RFD Website, and all aspects of Firehouse Records Management System.		
12. Become familiar with process for completion of Family Medical Leave Act (FMLA) documentation.		
13. Attend two (2) City Council Meetings.		
14. Complete a Form 45 - Shift Report.		

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FACILITIES MANAGEMENT	DATE/CODE	EVALUATOR
Explain the Battalion Chief's role and responsibility in ensuring that his or her shift members and apparatus are assigned at the beginning of each shift.		
Describe the Battalion Chief's role and responsibility in ensuring that all stations and grounds are properly maintained.		
Oversee a station or department project for your shift, ensuring the project is accurate when completed. Obtain Battalion/DFC-FOD approval. Attach written report of all your actions.		

OPERATIONS	DATE/CODE	EVALUATOR
Describe the Battalion Chief's role and responsibility in performing a basic life safety inspection and pre-incident plan. Include the proper procedure for setting up an inspection and what you would do if they refuse to let you inspect.		
Review Communications standard operating procedures (SOPs).		
1. Demonstrate the proper radio procedures for the duration of an emergency response.		
2. Demonstrate operation of the mobile radios, including channel selection, setting to scan, and all control features.		
3. Demonstrate operation of the portable radios, including channel selection, setting to scan, and all control features.		
4. Demonstrate an initial On-Scene Report at an emergency and proper radio procedures for initial assignments for incoming units (SOP 410).		
5. Understand and apply all first alarm assignments: residential, commercial, high rise, technical rescue, and hazardous materials.		
6. Define 2nd, 3rd, and 4th alarm assignments as established within policy.		

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TRAINING AND EDUCATION REQUIREMENTS	DATE	EVALUATOR
NIMS ICS COURSES		
ICS - 100		
ICS - 200		
ICS - 300		
ICS - 400		
IS - 700		
IS - 800		
Transfer of previous training records by the DFC-FOD.		
Complete observation with Battalion Chief for a minimum of five (5) shifts.		
Shift 1: ___/___/___		
Shift 2: ___/___/___		
Shift 3: ___/___/___		
Shift 4: ___/___/___		
Shift 5: ___/___/___		
Work out-of-classification as a Battalion Chief for a minimum of five (5) shifts.		
Shift 1: ___/___/___		
Shift 2: ___/___/___		
Shift 3: ___/___/___		
Shift 4: ___/___/___		
Shift 5: ___/___/___		
Complete a minimum of one (1) twelve hour <u>observation</u> shift with Battalion Chief on each opposite shift 7:00 AM - 7:00 PM.		
Shift 1: ___/___/___		
Shift 2: ___/___/___		
Complete a minimum of one (1) twelve hour <u>working out of classification</u> shift with Battalion Chief on each opposite shift 7:00 AM - 7:00 PM.		
Shift 1: ___/___/___		
Shift 2: ___/___/___		
Complete all personnel assignments while working out of classification according to current Standard Operating Procedures.		
Candidate has been tested and graded by his/her Battalion Chief on two randomly chosen simulated incident evolutions.		
1. Knowledge of the ICS, size up		
2. Tactics and Strategy		
3. All resources assigned by memory using Standing Fireground Orders.		
Candidate's Battalion Chief and Deputy – Field Operations Division have reviewed the candidate's performance and training records to indicate that he or she is competent to fill the position of Battalion Chief.		

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RFD BATTALION CHIEF WRITTEN TEST STUDY MATERIAL
IFSTA Chief Officer Manual
IFSTA Command and Control – Book 2
IFSTA Occupational Safety, Health, and Wellness
Rogers Fire Department SOPs

COMMUNITY AND GOVERNMENT RELATIONS

Scenario 1

You have been contacted by an ambulance crew regarding a complaint from a nursing home regarding the following incident:

At 4:00 pm on January 26, 2013, the nursing home contacted Arkansas Paramedic Transfer (APT) to transport a 74 year-old resident with abnormal lab values. Due to an extended response time from APT, the nursing home then contacted Rogers Fire Department for the transport of the patient to Mercy Medical Center.

Upon arrival at the nursing home, the ambulance crew from station 1 was confronted by the head nurse regarding the response time and lack of communication from the department regarding patient transfers. The nurse states that she is tired of "waiting for service when they request it" from the Department and feels as if they are being singled out since the nursing home calls for a fire department ambulance several times a day. She goes on to state that she is simply going to tell the 911 dispatcher that every patient has breathing problems or cardiac symptoms to get the Department to actually respond in a reasonable manner. The ambulance crew completes the transfer and passes along the information to you, the Battalion Chief, for follow-up actions.

As the Battalion Chief on duty, please respond to the head nurse, and include actions that you would take to address this issue in the future. Be sure to cite all applicable Standard Operating Procedures in your actions. You must handle this issue in its entirety as directed by the Fire Chief.

In your written response to this scenario, be sure to include actions that address the issue with nursing home staff, as well as ensuring that this issue is not dealt with again in the future. Any inter-department communications, as well as any communications with APT or Rogers Central Dispatch, should also be included in your response.

Scenario 2

Fire Chief Jenkins has just advised you of an incident regarding personnel conducting a public education event at one of the local elementary schools.

The Fire Chief summarizes the incident as follows:

While conducting a presentation to approximately 100 elementary age students, one of the teachers assisting with the public education program stated that firefighters made derogatory statements that included sexual tone and what she claims as sexual harassment. She named one individual, Captain Jones, as the individual who made the statements but stated other crew members were making provocative gestures and going along with Captain Jones.

Captain Jones has a history of behavior similar to this although there has never been any disciplinary action documented by previous supervisors. The crew members in question are loyal to Captain Jones and are known as above average employees who work hard and are considered an asset to the organization.

The Chief stated that since it is your personnel involved in the incident that you must handle this incident in its entirety up to, and including, any disciplinary actions. In your response, you should include how you would handle this issue, step-by-step, and include recommendations for the proper course of action by the Fire Chief. This should also include investigation and documentation of the incident, as well as any correspondence with Rogers Public Schools.

ADMINISTRATION DUTIES AND RESPONSIBILITIES

Scenario 3

The Deputy Chief – Field Operations Division (DFC-FOD) has asked you to follow up with the company from Fire Station 2 following complaints regarding the recent implementation of certain Standard Operating Procedures. Complaints from the crew include: the overuse of radio communications which ties up the radio for important traffic; the company officers' lack of decision-making ability due to standing fireground orders; and policies such as these restricting personnel and turning them into robots who cannot make decisions in real life situations.

The Standard Operating Procedures in question include the following:

- SOP 409 Standing Fireground Orders
- SOP 410 Initial Control Assignments

The DFC-FOD has asked that you review the policies with the crew in question and ensure that they understand the policies and resolve any issues with the policies in question. In your written response be sure to include how you would conduct this meeting and include relevant information from the SOP's and the reason(s) such policies are implemented in the Department. Be sure to include any follow up information that, including any disciplinary actions, remedial training, or any other information that you, as the Battalion Chief, deem necessary.



**VERIFICATION OF COMPLETED TASK BOOK
FOR PROMOTION CANDIDACY FOR THE POSITION OF:**

BATTALION CHIEF

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures.

I also verify that

has performed as a trainee and should be considered for qualification in the position of

BATTALION CHIEF

SUPERVISOR'S SIGNATURE AND DATE

SUPERVISOR'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that

has met all requirements and that qualification for this position has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S PRINTED NAME AND TITLE